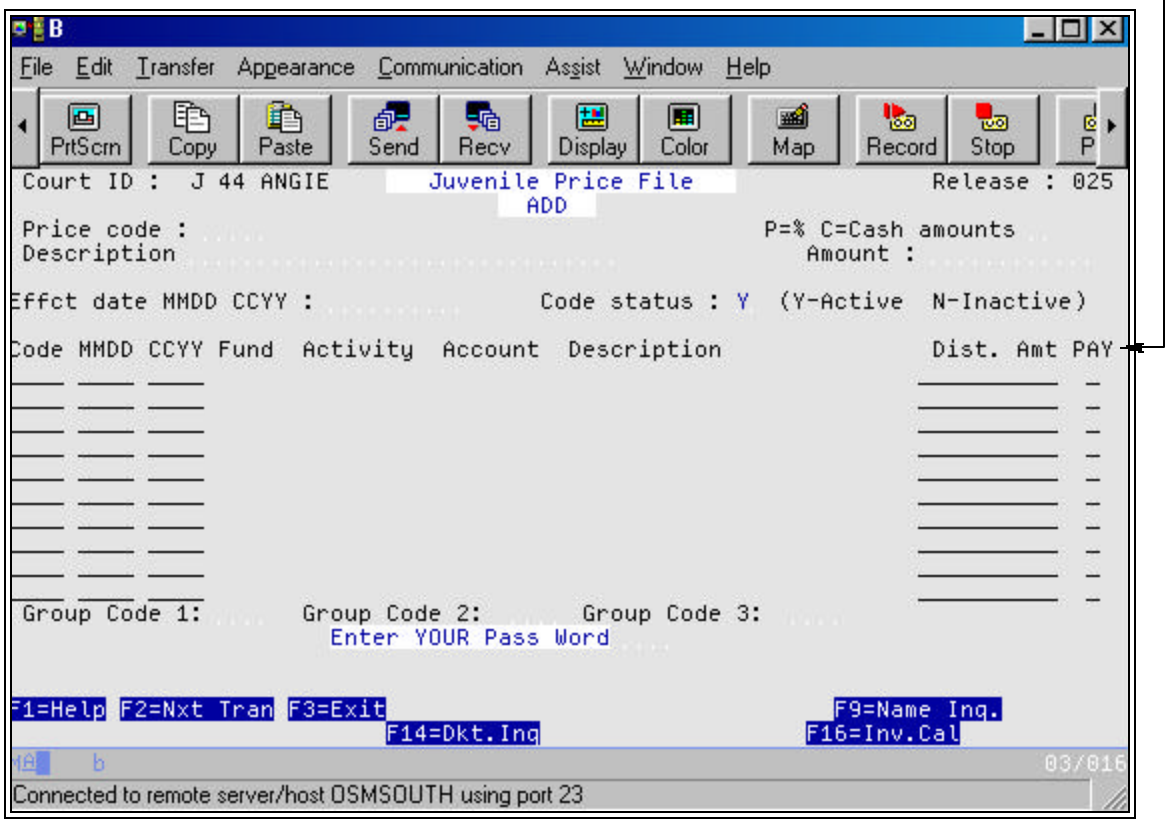
JIS Fall 2002 Release Documentation

Financial System Enhancements

1. APV Voucher Screen - When prompting on the ACCT field, inactive accounts will not be displayed.

2. PRM Price File Maintenance screen has been modified to display fields in a more readable fashion. The field at the end of the line did not have a header name prior to this release.



3. New Financial Reports

   Adjustment/Credit Report - Lists all adjustments/credits that occurred within the reporting period.

   Void Report - Lists all voids that occurred within the reporting period.

   Restitution Report - Tracks restitution orders from beginning to end.

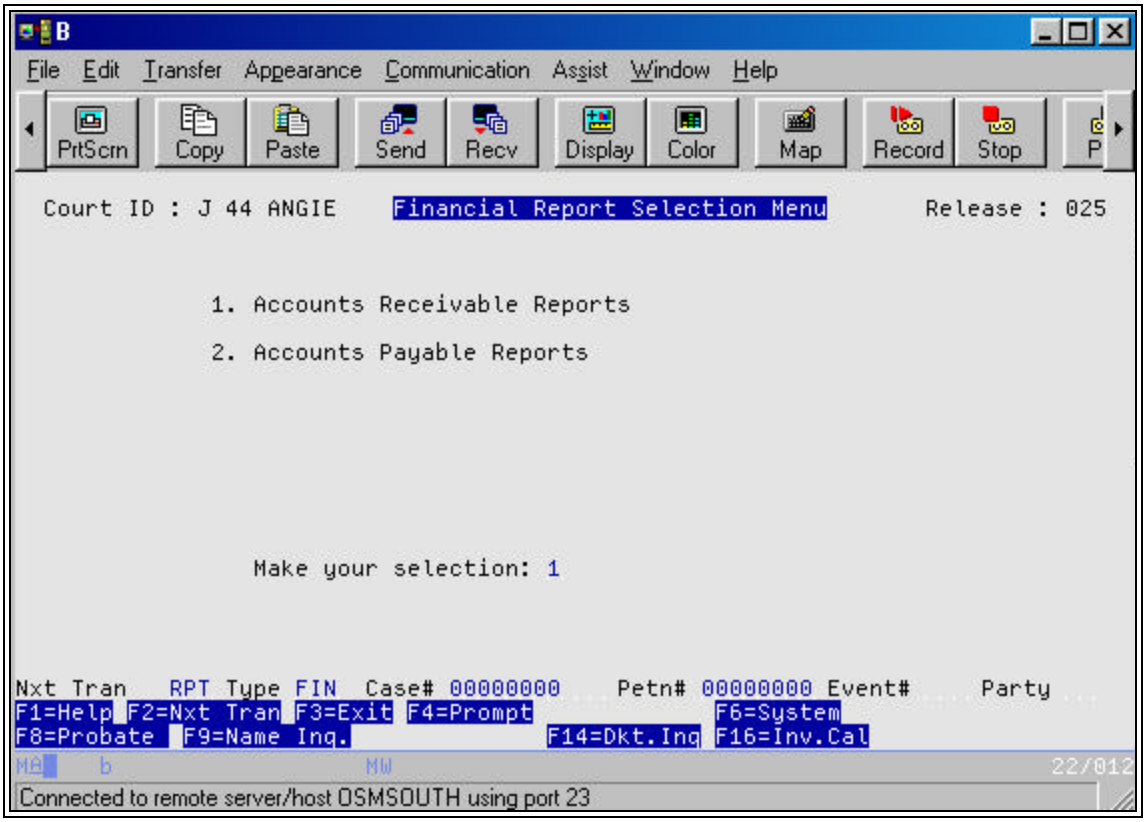
Following are examples and explanations of each of the above reports.

Cash Adjustments Report

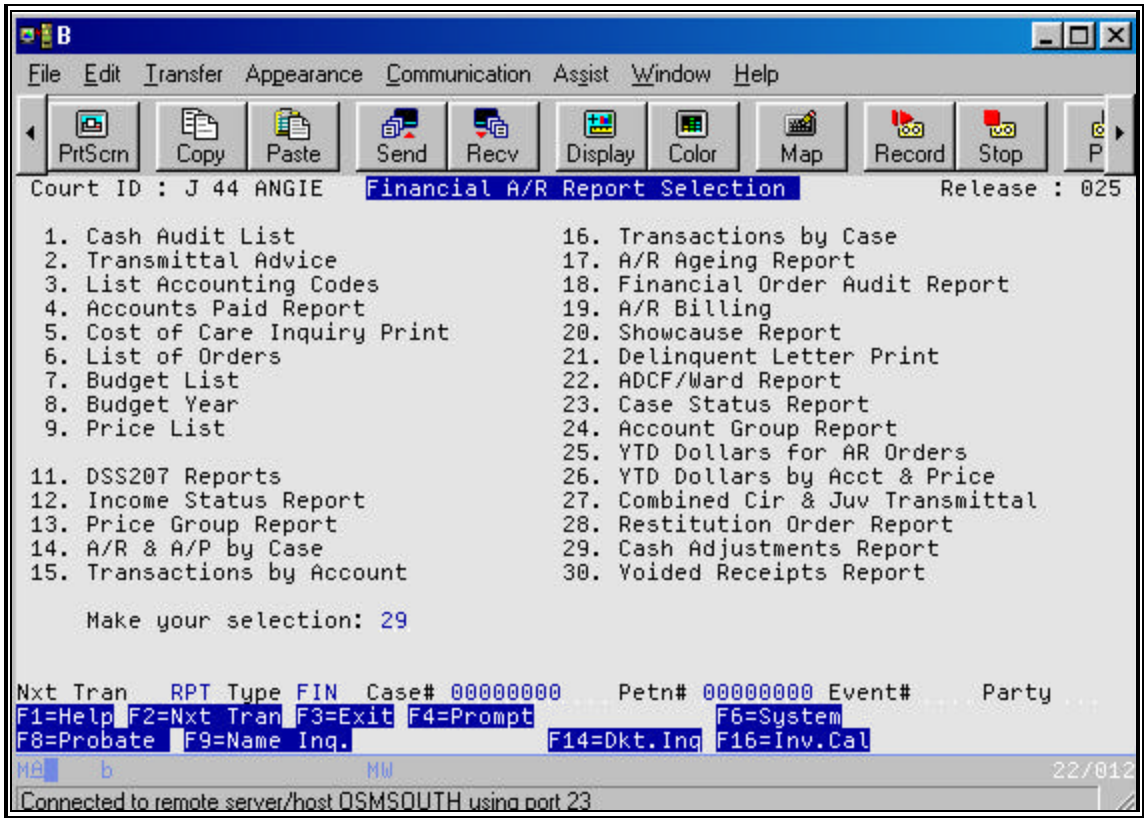
This report tracks all credit memos and adjustments that are processed within the reporting period. This report will print the case number, receipt numbers, date of the adjustment/credit, original amount, adjusted amount, reason and the operator code.

This report can be generated for Juvenile, Probate or Civil systems.

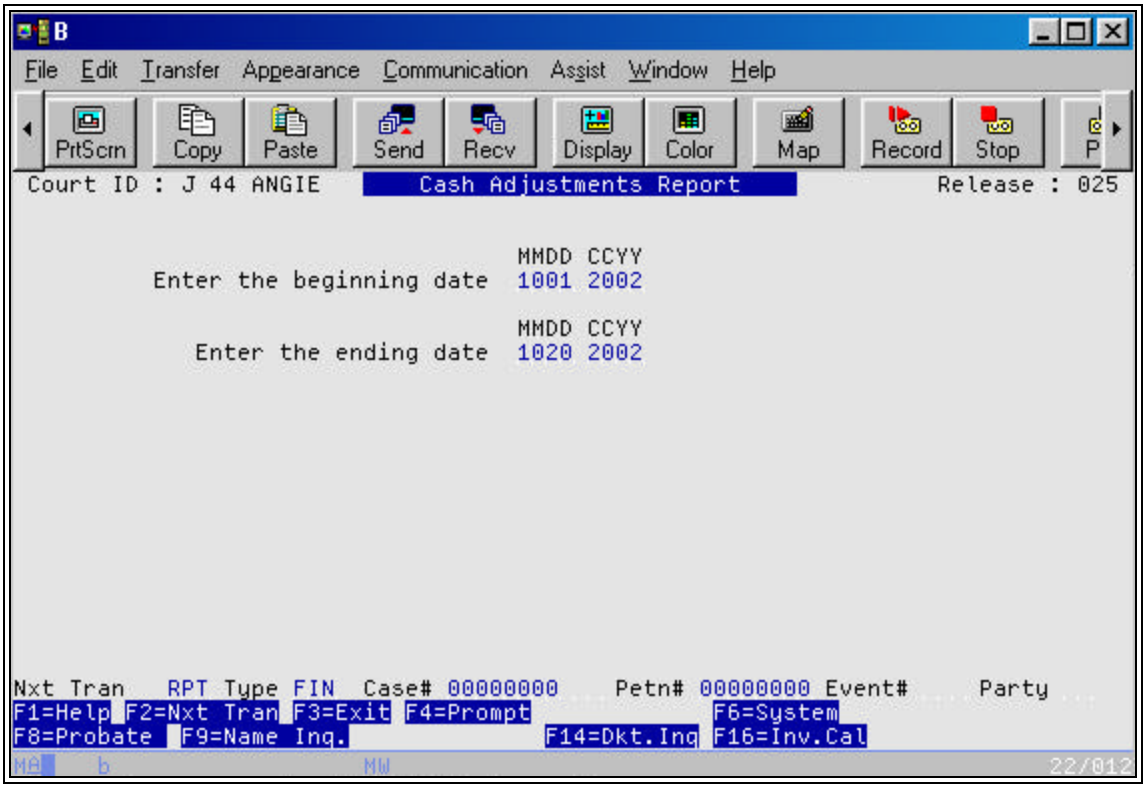
To generate this report enter RPT/FIN from the Next Tran line and press « and the following screen will be displayed for you.



Select option 1 for Accounts Receivable Reports and press « . The system will display the following screen.



Select option 29 - Cash Adjustments Report and press « . The system will return the following screen.



Enter the dates that you want the system to process and press « . The system will generate the report. Following is an example of the report.

RUN DATE 10/30/2002 JUVENILE CASH ADJUSTMENTS REPORT PAGE NO.
RUN TIME 10:18 From 10/01/2002 Thru 10/20/2002
LAPEER CO CIRCUIT COURT/FAMILY DIVISION
LAPEER CTY. COMPLEX 255 CLAY ST.
LAPEER MI 48446
(810) 6670270

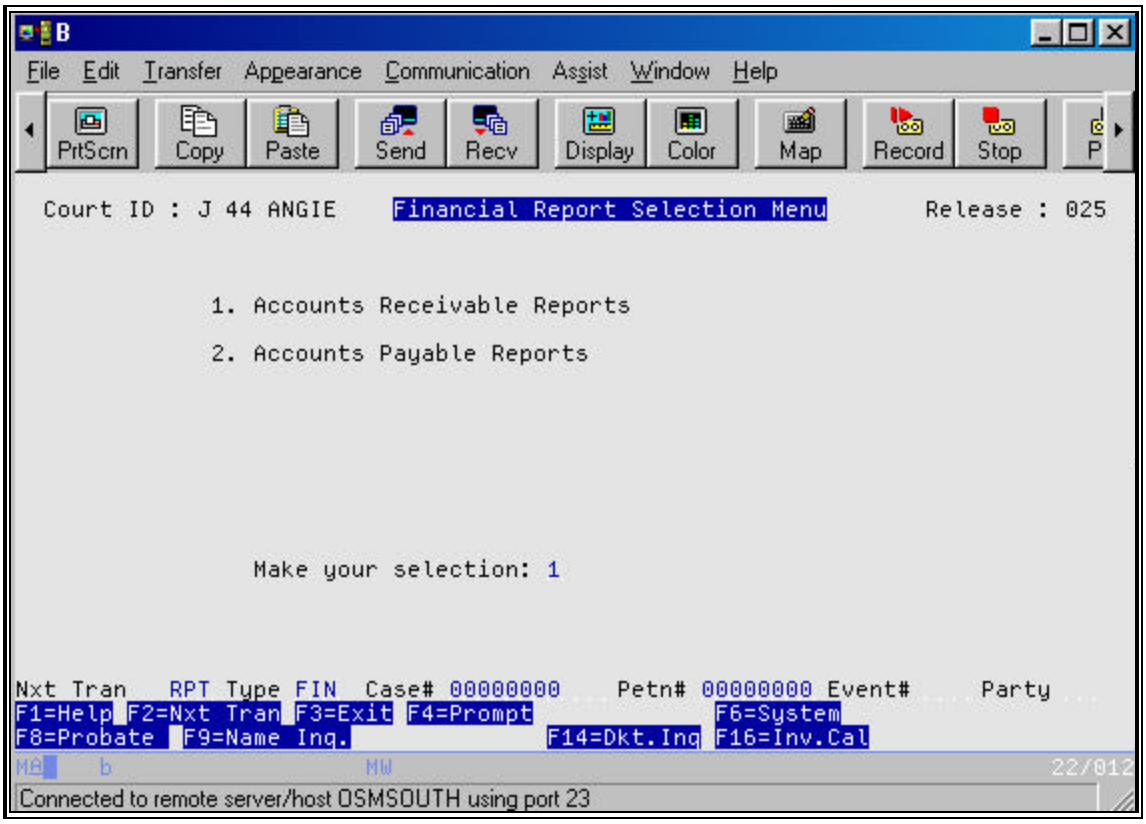
CASE #	SFX	PARTY	ADJ. RCPT#	TRACK RCPT	ADJ. DATE	ORIGINAL AMT	ADJUSTED AMT	TO CDE	FR CDE	ADJUSTMENT REASON	OP
00895019		2/M01	90000895	90000894	10/14/2002	$45.00	$45.00-	AFE	CRMS	TEST CREDIT MEMO REPORT	AN
00895019		0/J01	90000901	90000900	10/18/2002	$100.00	$100.00-	AFE	CRM	TEST CRM	AN
00936121	1	0/J01	90000899	90000898	10/15/2002	$50.00	$50.00-	AFE	CRMS	TEST ECL	AN
01000500		1/F01	90000885	90000884	10/09/2002	$129.50	$50.00-	AFE	BET	TESTING FOR 29	BE
01000500		0/J01	90000887	90000886	10/09/2002	$357.00	$357.00-	RST	CRM	TESTING FOR 29	BE
01000500		0/J01	90000889	90000888	10/14/2002	$10.00	$10.00-	CC1	CRM	TEST FOR ECL	BE
01000500		4/V02	90000891	90000890	10/14/2002	$2,374.00	$100.00-	RST	RST	TESTING	BE
01000500		0/J01	90000893	90000892	10/14/2002	$750.00	$750.00-	RST	CRM	TESTING	BE
97000560		1/M01	90000897	90000896	10/14/2002	$100.00	$10.00-	ADM	AFE	TEST REPORT	AN

Voided Receipts Report

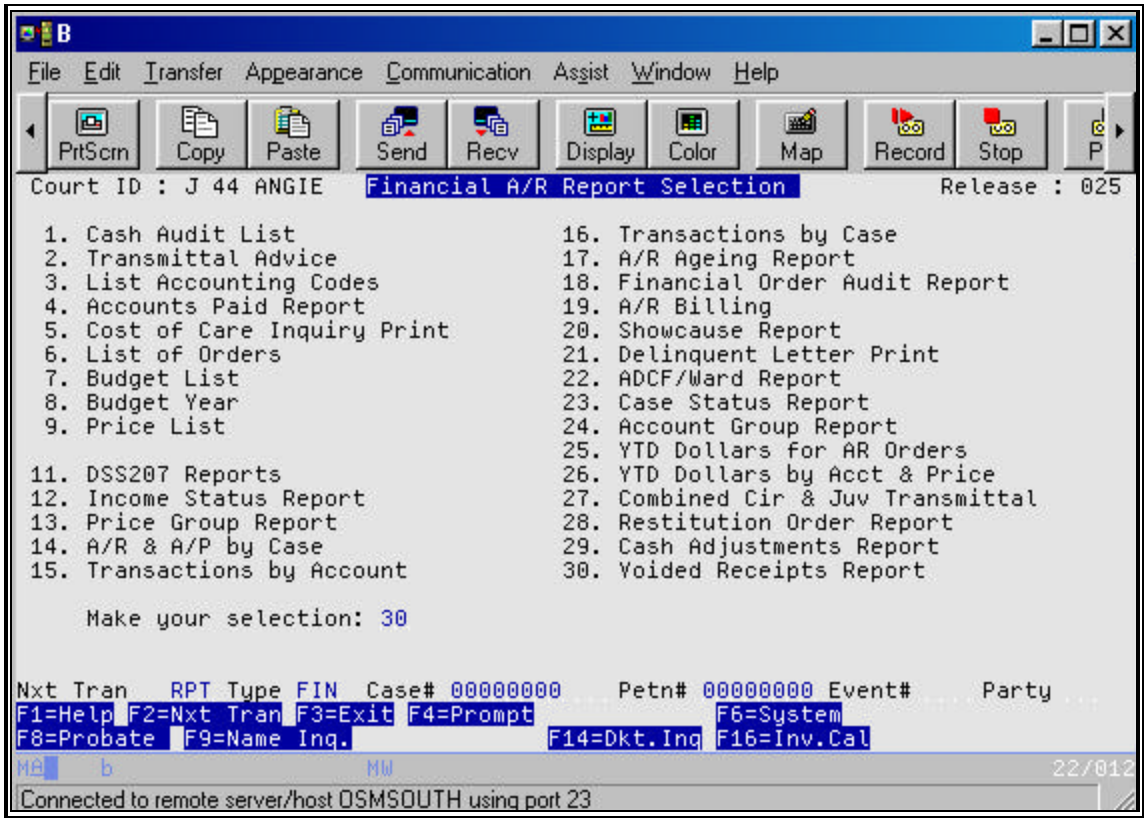
This report tracks all voids that are processed within the reporting period. This report will print the case number, receipt numbers, date of the void, voided amount, void reason and the operator code.

The report can be generated for Juvenile, Probate or Civil systems.

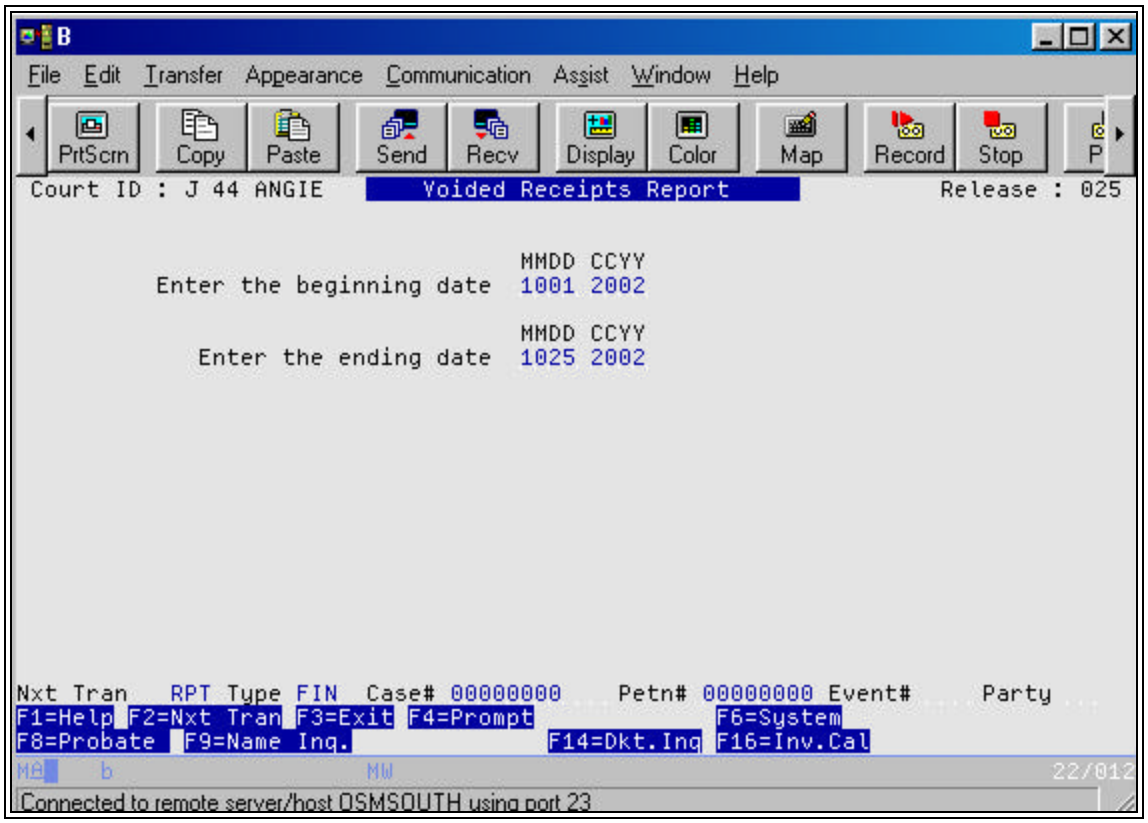
To generate this report enter RPT/FIN from the Next Tran line and press « and the following screen will be displayed for you.



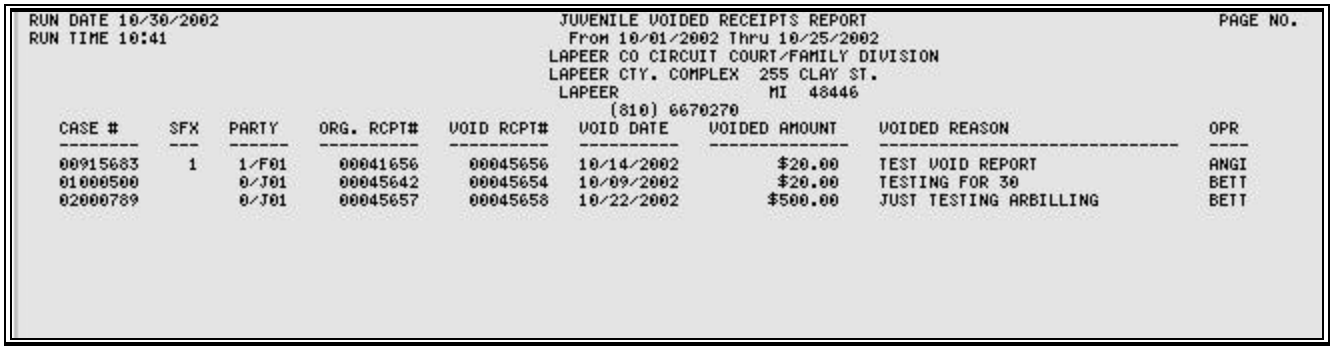
Select option 1 for Accounts Receivable Reports and press « . The system will display the following screen.



Select option 30 - Voided Receipts Report and press « . The system will return the following screen.



Enter the dates that you want the system to process and press « . The system will generate the report. Following is an example of the report.



RUN DATE 10/30/2002 — JUVENILE VOIDED RECEIPTS REPORT — PAGE NO.
RUN TIME 10:41
From 10/01/2002 Thru 10/25/2002
LAPEER CO CIRCUIT COURT/FAMILY DIVISION
LAPEER CTY. COMPLEX 255 CLAY ST.
LAPEER MI 48446
(810) 6670270

CASE #	SFX	PARTY	ORG. RCPT#	VOID RCPT#	VOID DATE	VOIDED AMOUNT	VOIDED REASON	OPR
00915683	1	1/F01	00041656	00045656	10/14/2002	$20.00	TEST VOID REPORT	ANGI
01000500		0/J01	00045642	00045654	10/09/2002	$20.00	TESTING FOR 30	BETT
02000789		0/J01	00045657	00045658	10/22/2002	$500.00	JUST TESTING ARBILLING	BETT

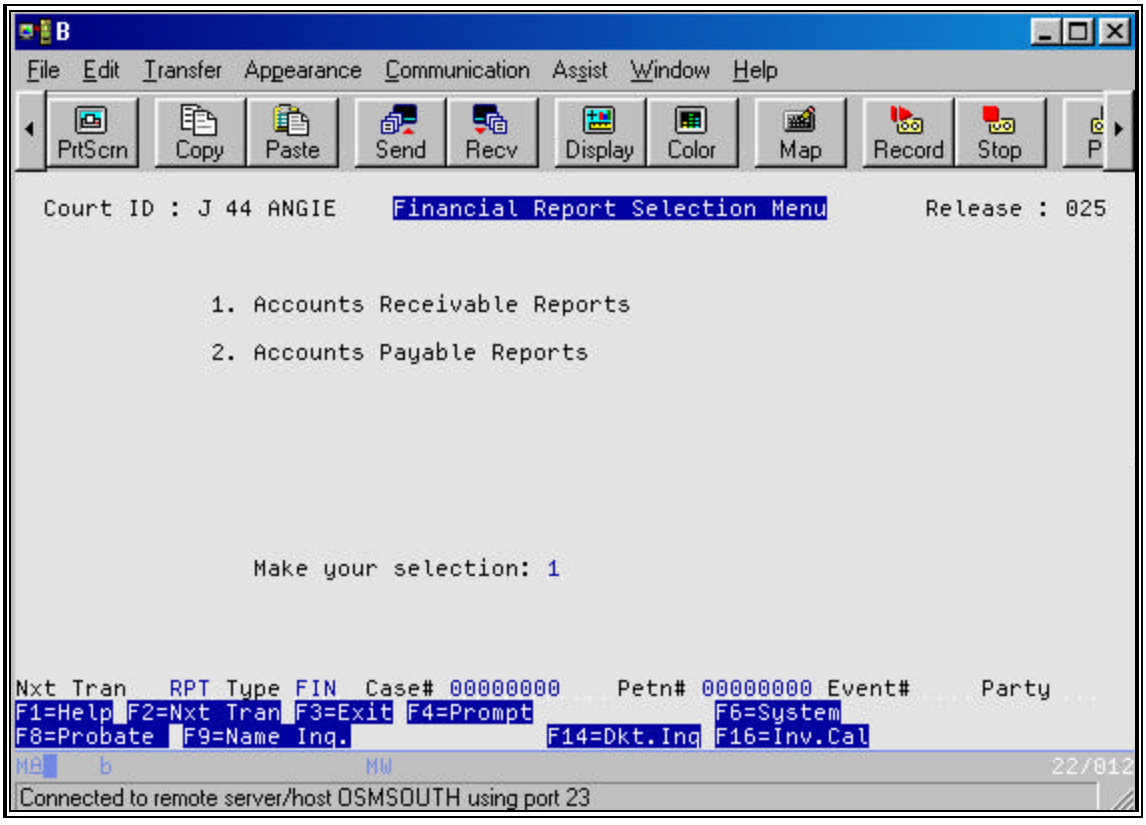
Restitution Report

This report tracks Restitution from the initial financial order to the vouchers paying the victims. There are several ways that you can run this report.

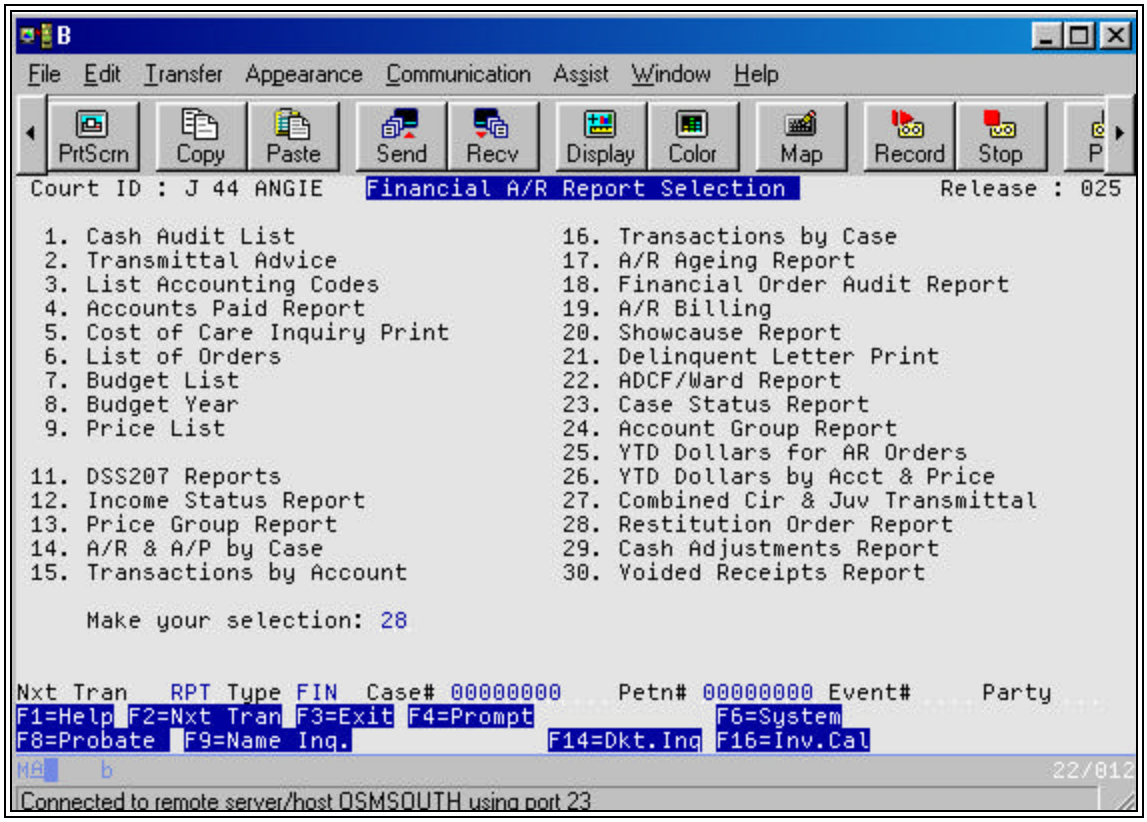
1. All active orders
2. All active orders or cases with activity within a specified reporting period
3. All active orders or cases for a specific judge
4. All active orders or cases for a specific case worker
5. All active orders or cases that are not all vouchered
6. All active orders or cases that are not vouchered for a specific judge
7. All active orders or cases that are not vouchered for a specific case worker
8. For a specific case

The report can be generated for the juvenile system.

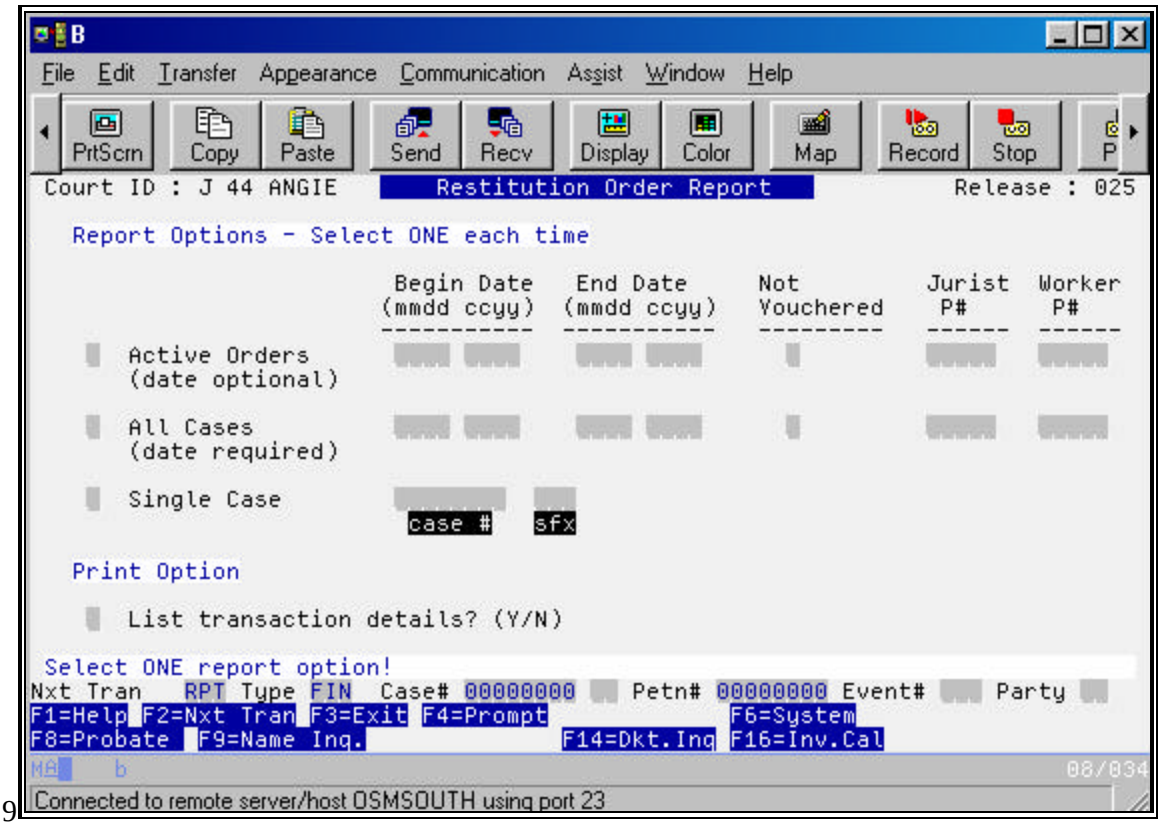
To generate this report enter RPT/FIN from the Next Tran line and press « and the following screen will be displayed for you.



Select option 1 for Accounts Receivable Reports and press « . The system will display the following screen.



Select option 28 - Restitution Order Report and press « . The system will return the following screen.



Enter the options that you want the system to return and press **«** . The system will generate the report.

Following is an example of the report.

COURT: J44 RESTITUTION ORDER REPORT - ACTIVE ORDERS PAGE:
PROGRAM: RSTORDRPT RUNNING DATE: 10/30/20

CASE#: 00843565/01 PARTY: 02/M01 PETITION: 08435651 EVENT: 041 CASE NAME: MEACHUM,HEATHER,ROSE,MAE
ORDER AMOUNT: $200.00 RECEIVED: $112.00 CREDIT: $0.00 OUTSTANDING: $88.00
RESTITUTION NOT VOUCHERED: $36.00 ORDER BEGIN DATE: 09/27/1992 ORDER END DATE: 09/01/1996 ORDER ENTERED: 00/00/000

PAYEE	ORDERED	RECEIVED	CREDIT	OUTSTANDING	AMT VOUCHERED	NOT VOUCHERED
VICTIM1,TEST,R	$90.00	$76.00	$0.00	$14.00	$76.00	$0.00
VICTIM2,TEST,	$30.00	$22.00	$0.00	$8.00	$0.00	$22.00
VICTIM3,TEST,	$80.00	$25.00	$0.00	$55.00	$0.00	$25.00

CASE#: 00843565/01 PARTY: 00/J01 PETITION: 08435651 EVENT: 075 CASE NAME: MEACHUM,HEATHER,ROSE,MAE
ORDER AMOUNT: $200.00 RECEIVED: $88.00 CREDIT: $10.00 OUTSTANDING: $102.00
RESTITUTION NOT VOUCHERED: $88.00 ORDER BEGIN DATE: 01/01/1987 ORDER END DATE: 03/29/1987 ORDER ENTERED: 00/00/000

Juvenile System Enhancements

1. The “TO” case type has been disabled. All traffic cases should have the case type of “TL” any open traffic case that does not should be converted to “TL”.

2. If a hearing is scheduled before an attorney is appointed, the docket programs will check the case screen to see if there is an attorney each time the docket is ran.

3. Order JC10 - Order After Preliminary Hearing/Inquiry can now print results from a traffic case.

4. The Case, Traffic, Petition and Adoption Case screens have been modified to mandate entry of a name.

5. Order JC22 - Blank Order has been updated so that you can print results, programs, next hearing information, curfew and bond information from the event screen as follows:
   a. If a result is entered on the event screen,the associated order text will print on JC22.
   b. If a program is entered on the event screen, the associated order text will print on JC22.
   c. If hearing information is entered on the hearing line of the event screen, “The next hearing is set for at ” will print on JC22.
   d. If a curfew is entered on the event screen it will be printed on JC22.
   e. If bond information is entered on the event screen it will be printed on JC22.

6. The following new orders can be generated from the Juvenile system:
   a. JC74 -
   b. JC75 - Order Removing Child After Emergency Removal Hearing (Child Protective Proceedings)
   c. JC76 - Order of Disposition Following Post-Terminating Review Hearing

Criminal History Reporting

For those courts that are entering criminal history records onto the SOS LEIN Screen, the following changes have been made.

1. New security settings have been added to the system to allow access to be given only to specific individuals for criminal history reporting and accessing the SOS LEIN Screen or the EJD - Enter Judgment screen. These settings will automatically be set to "N - No". You will have to have the person in your court that works with security give access to those users that need it.

2. New hop code of "EJD". This code will take you directly to the Enter Judgment screen.

3. If you enter the case number, suffix number and petition number along with the EJD code, the system will automatically fill in as much information as it can. The rules that govern this follow:

   a. Only the first three charges will be brought from the petition screen. If you have more than three (3) charges, the first three will be preloaded for you to send. After you send those, you must enter another record with the next three charges. Only three charges can be sent at once.

   b. If the petition disposition for the case you are entering is "CCP - Consent Calendar Probation", access to the EJD screen will be blocked and a message will be displayed "Case on consent calendar, not ready to send to MSP". The petition disposition must be modified before access to the EJD screen will be allowed.

   c. The individual fields on the enter judgment screen will be filled in as follows

   CFN - Case File Number field
   This is the case number and suffix number, formatted as 12345678-12 where 12345678 = the case number and -12 = the suffix number. Traffic Screen cases suffix will always be 00.
   NOTE: If you need to modify an entry, the case number must be entered exactly as it was entered for the add.

   NAA - Name at Arrest
   This name will come from the Petition Screen or from the Traffic Screen.

   CIRORI - Circuit Court ORI
   This field will always be left blank

   SID - State Identification Number
   The State Identification number will be taken from the petition screen.

   CTN - Criminal Tracking Number
   The CTN number will be taken from the petition screen.

   CTD - Court Disposition Date
   The petition disposition date will be entered or if the case was entered on the Traffic screen, the disposition date associated with that petition will be entered.

CCN - Charge Number
The charge number from the petition screen will be inserted in this field. If you are using the traffic screen, only one charge can be entered per petition so the bottom two charges will always be blank.

ORF - Ordinance Field
A "Y - Yes" will be loaded if the pacc code begins with ORD. Otherwise, this field will be blank.

GOC - General Offense Character
ALCSI from charge on petition screen. The first letter found starting from the left will be inserted in this field.

CIT - Citation or PACC Code
PACC charge code from the petition screen. If there is an amended charge, the system will insert it.

CDC - Court Disposition Code
Only two codes are valid for this field, ADJ - Adjudication and DIS - Dismissed. The JIS system has many disposition codes that had to be translated into one of these two codes. The following chart shows the code translations.

JIS Petition Screen Code	CDC Code
AAL, BT, CCJ, GLT, JUR, PNC	ADJ
AAD, CDM, CSD, DAH, DEI, DEP, DMP, DWO, DWP, FNG, NOL, PDM	DIS

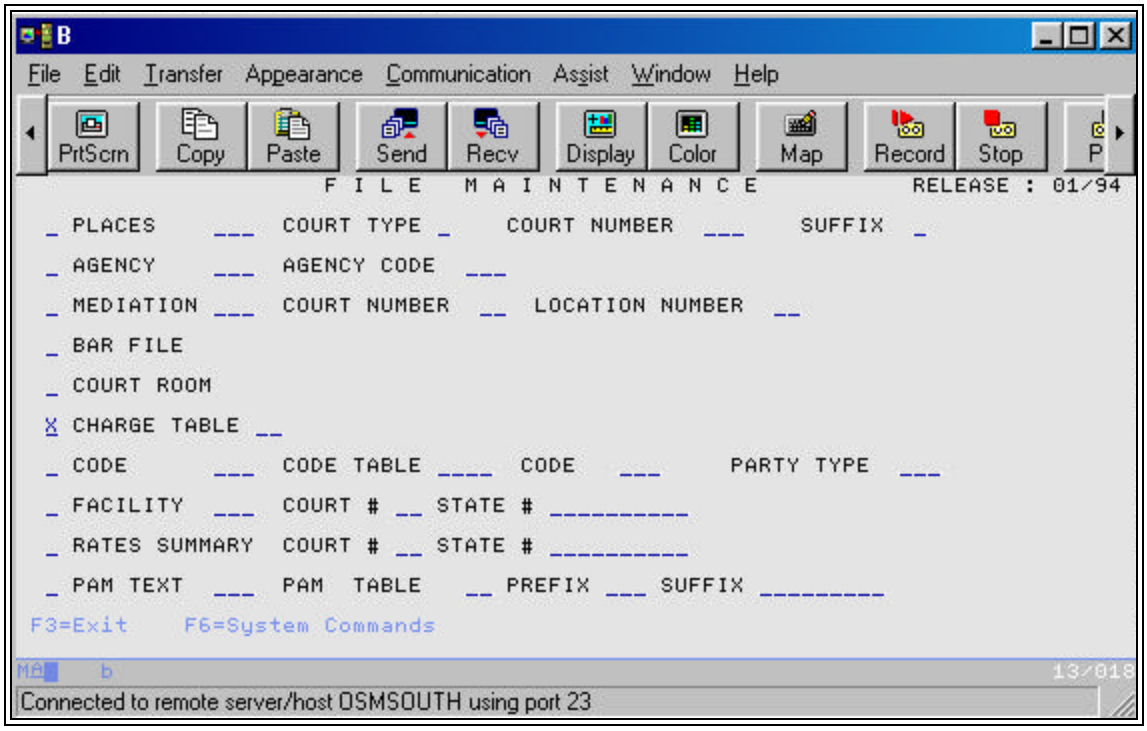
JIS Traffic Screen Code	CDC Code
AAL, BT, CCJ, GLT, JUR, PNC	ADJ
AAD, CDM, CSD, DAH, DEI, DEP, DMP, DWO, DWP, FNG, NOL, PDM	DIS

If any other code is found in either the petition disposition code field or the traffic screen disposition field, the field will be left blank for the user to enter the disposition.

CSR - Court Sentencing Remarks
This field will be left blank for the user to enter any remarks.

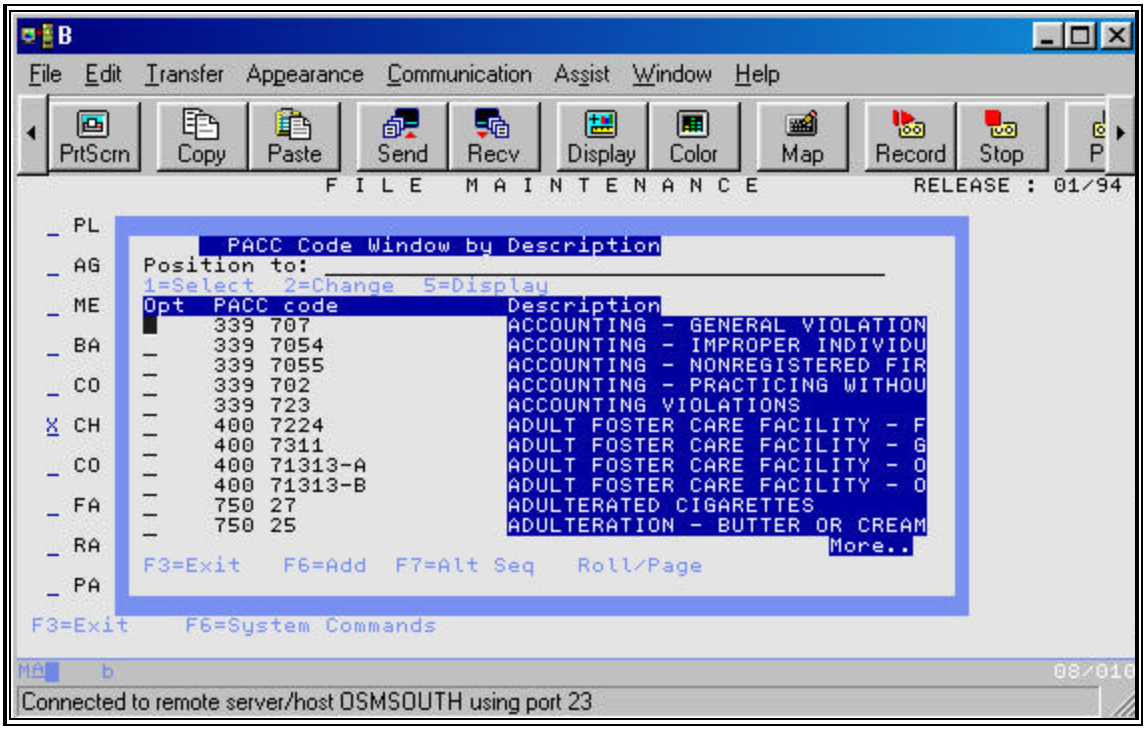
File Maintenance - Charge Table

The charge table has been updated and will function similarly to the professional table as follows.



From the file maintenance menu, enter an “X” in front of charge table and either press « to work with the MCLA file or enter your court number to work with your local ordinances.

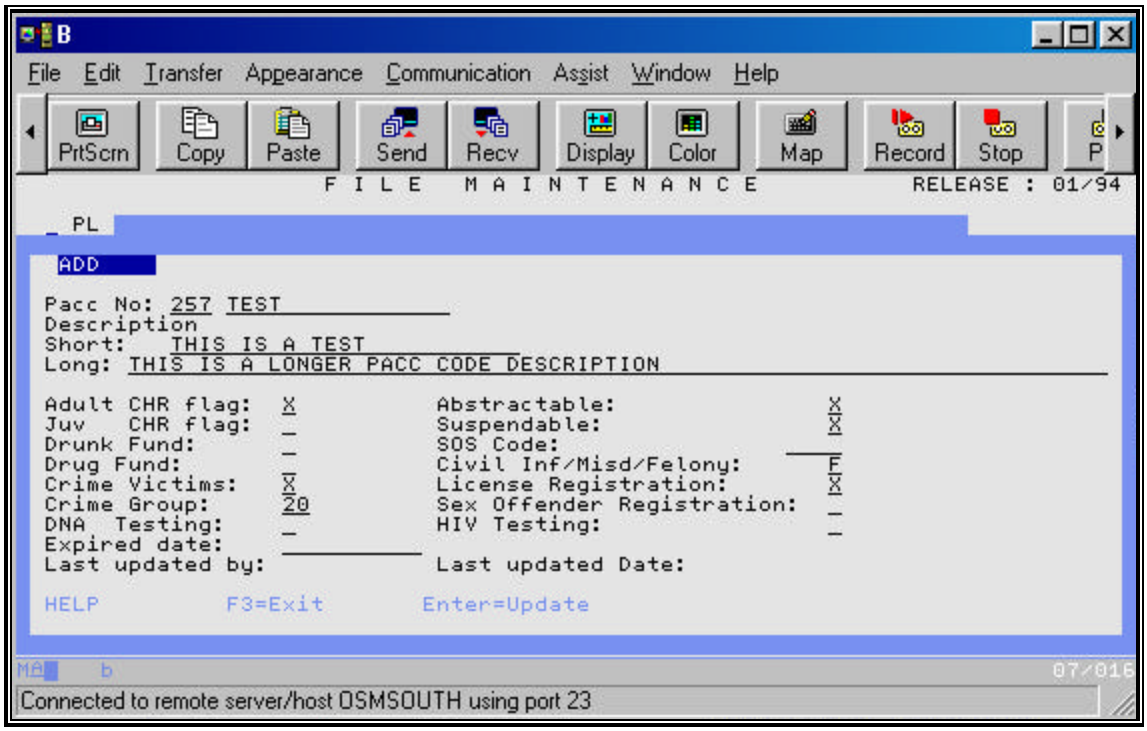
The system will display the following screen.



From this screen, you can edit, display or add a new PACC code. Following are examples of each of these processes.

F6 - Adding a new PACC code

From the charge table screen, press **–** and the system will return the following screen.



Enter the following information

PACC No - Enter the PACC number

Description - Short - Enter a short description for this PACC number

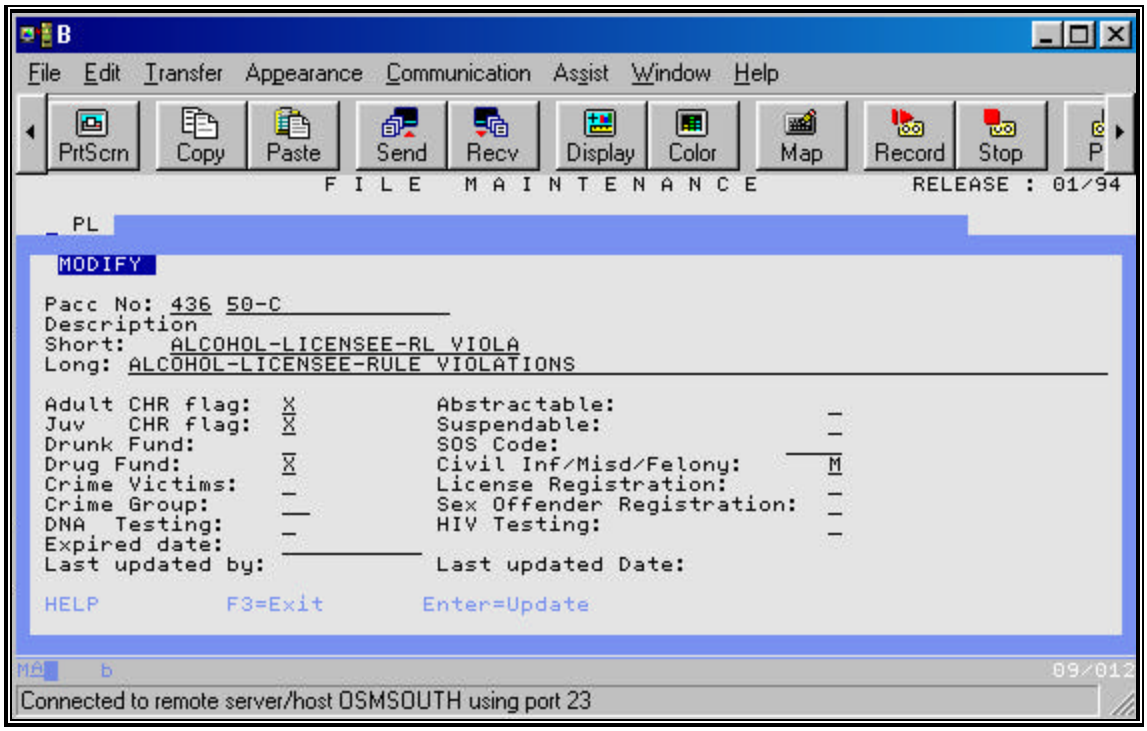
Description - Long - Enter the long description for this PACC Number

Attributes - Enter all applicable attributes for this charge. This information can be taken from the Bench Guide.

Press **«** and the system will add the number.

2 - Edit a PACC code

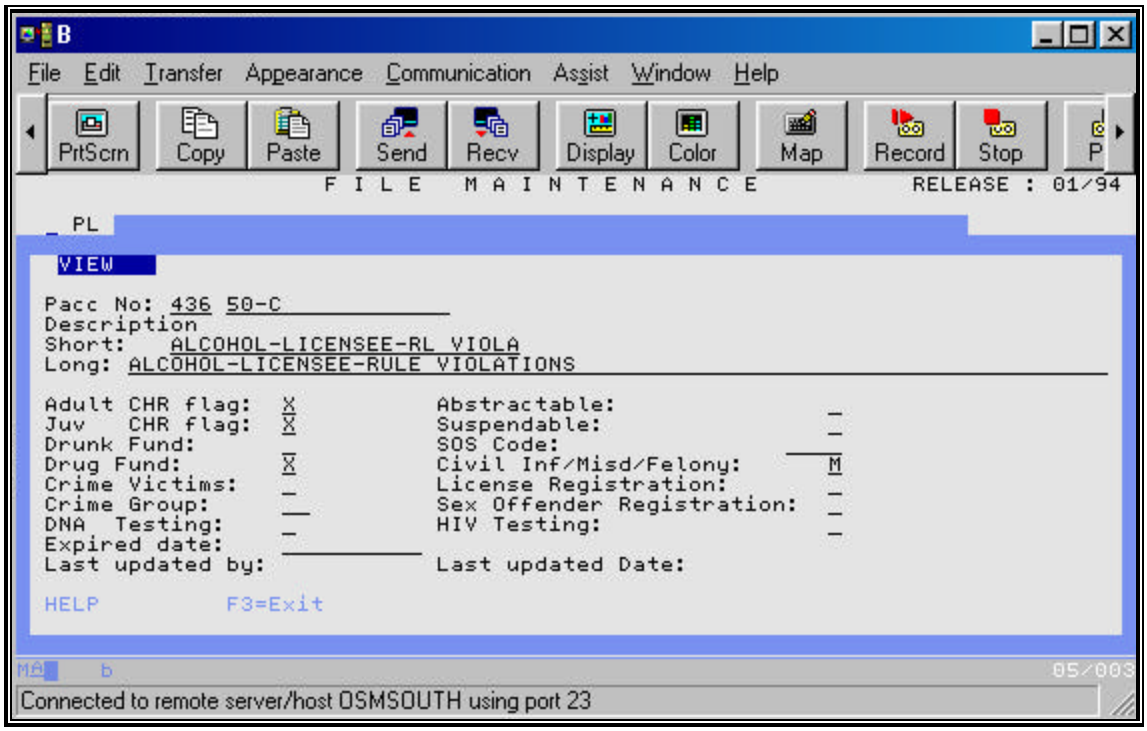
From the charge table screen, enter a 2 in front of the PACC number that you want to edit and press « . The system will return the following screen.



Modify the fields that need changed and press « . The system will save your changes.

5 - View a PACC code

From the charge table screen, enter a 5 in front of the PACC number that you want to view and press « . The system will return the following screen.



All fields on this screen are protected and can't be modified. Press " to exit.

PACC Code Attributes

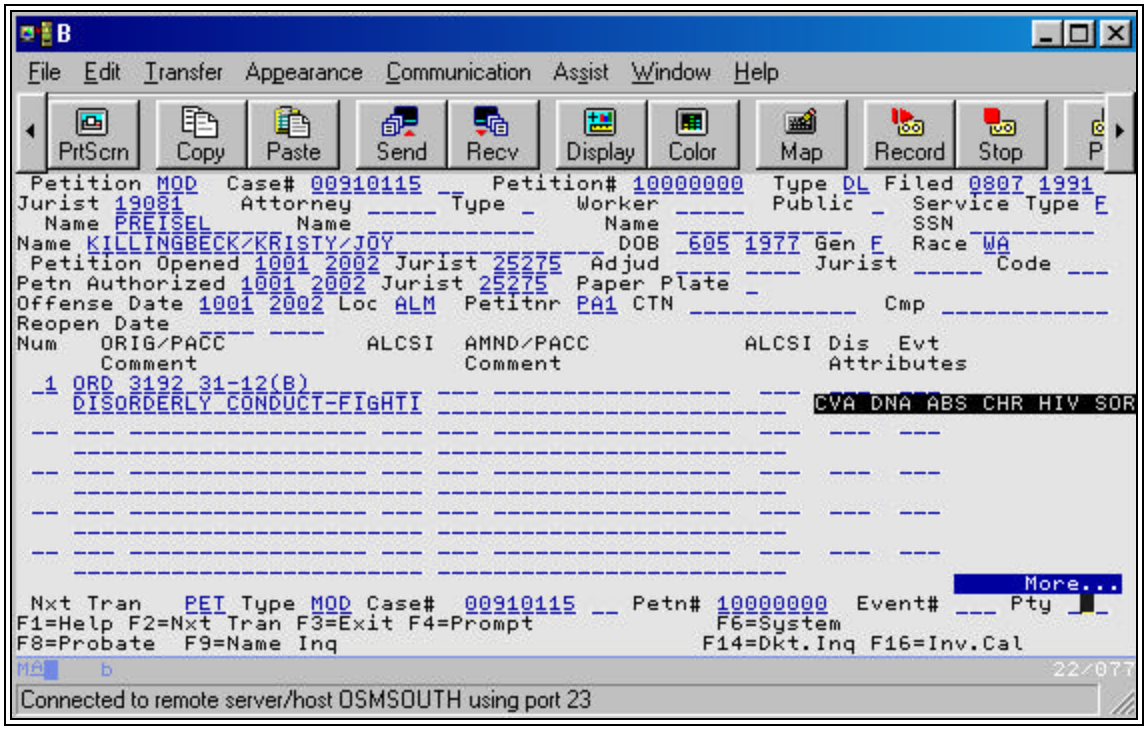
The system has always displayed the attributes of Abstractable and Crime Victims. We have updated the system to include the following attributes:

CVA = Crime Victims Accessible
DNA = DNA Testing
ABS = Abstractable
CHR = Criminal History Reportable
HIV = HIV Testing
SOR = Sex Offender Registry

These attributes will display on the petition, traffic and event screens in the same location that the Abstractable and Crime Victims information appeared. Following are examples of the petition and event screens.

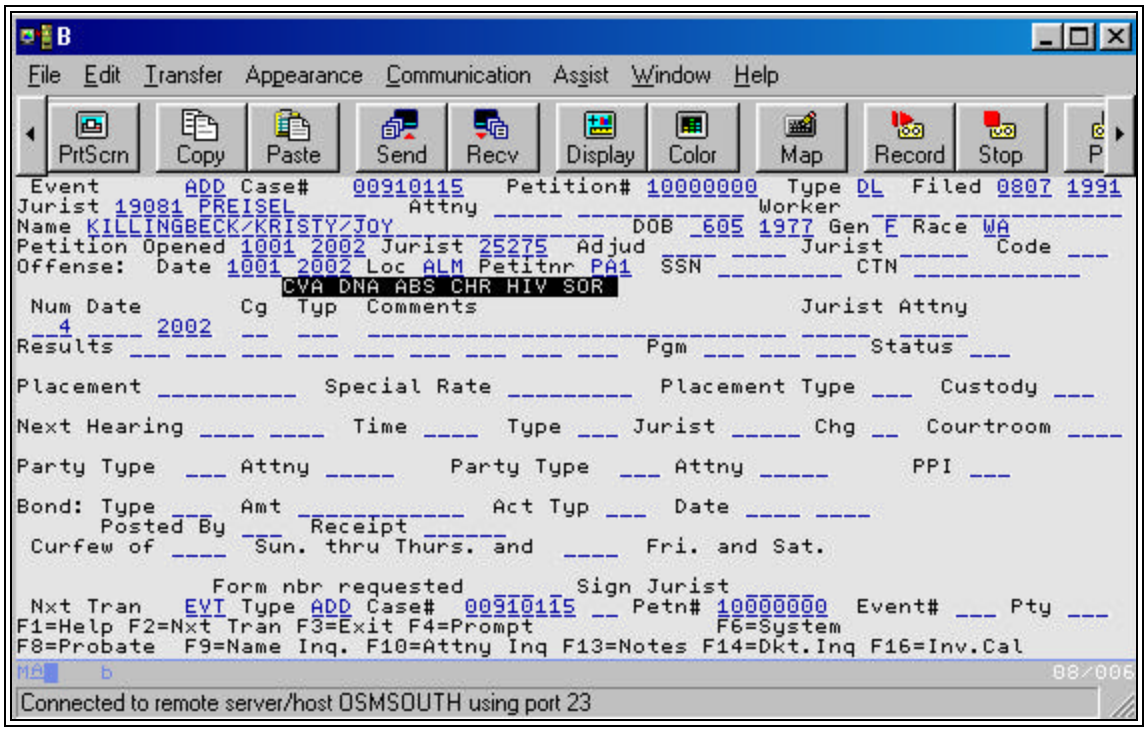
Petition Screen:

All attributes will be displayed for each charge under the charge disposition and event fields for each charge.



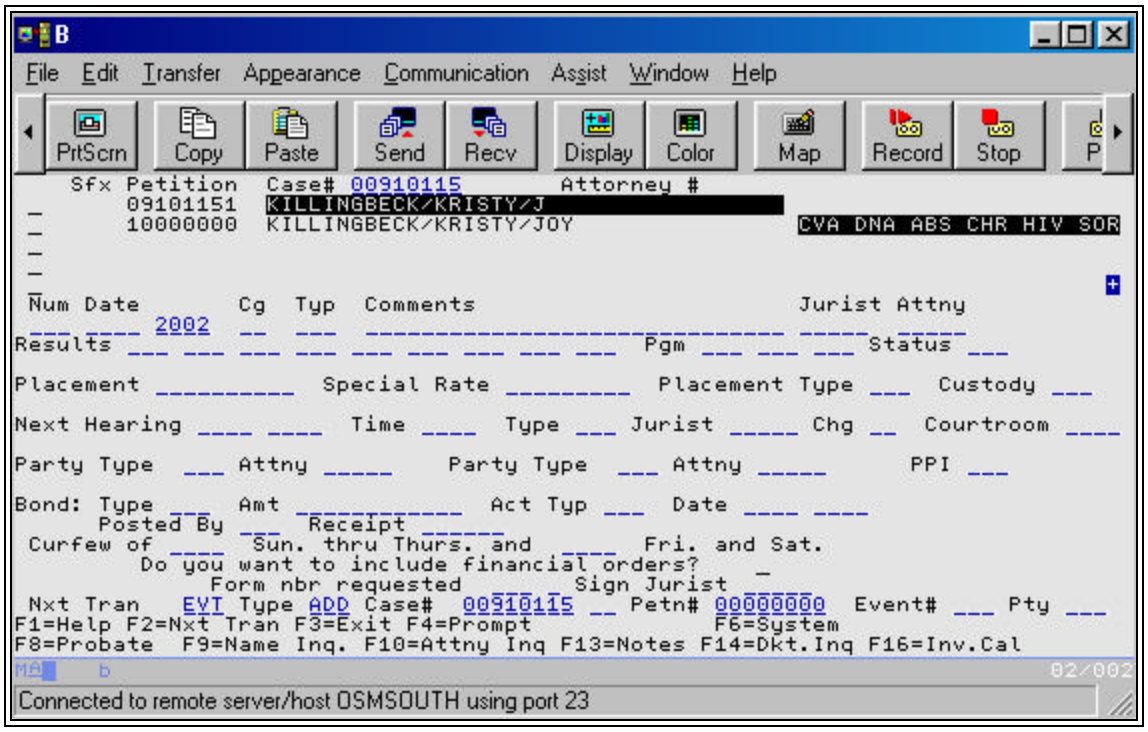
Event Screen -

Attributes will display above the first data entry line on the event screen.



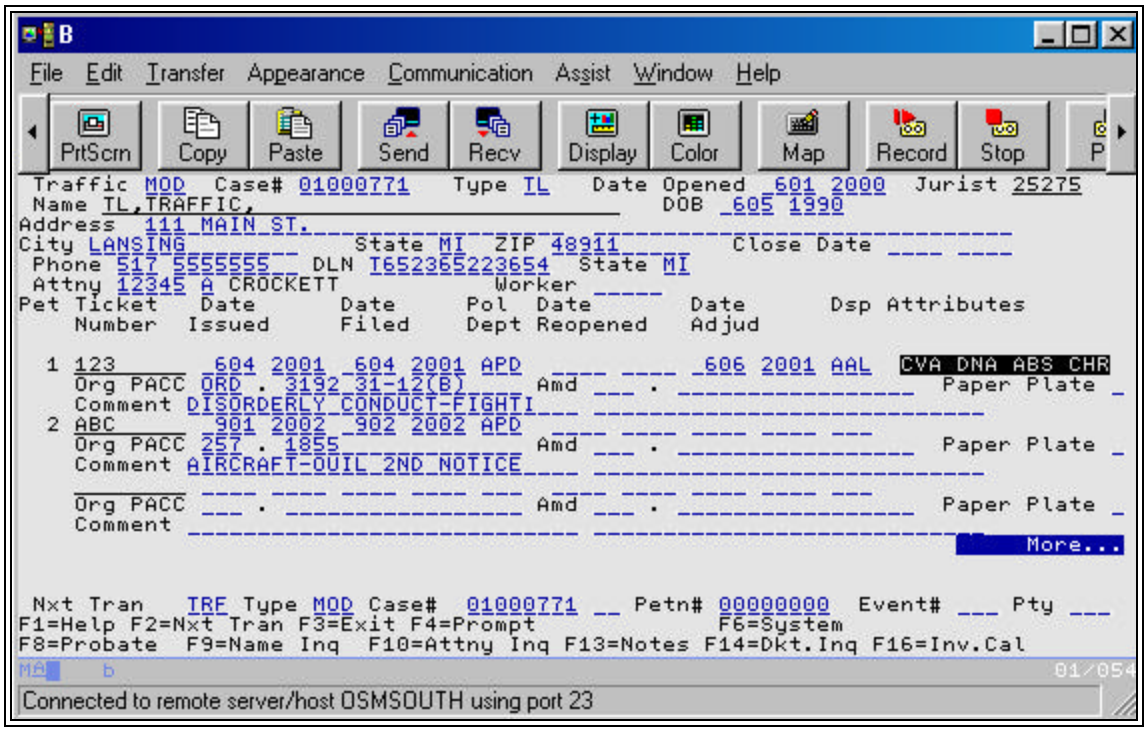
Multiple Child/Petition Event Screen -

Attributes will display beside the petition that they are associated with.



Traffic Screen -

Attributes will display above the paper plate line for each ticket.



Report Generator

The following fields have been added to the report generator selection screen.

Case/Traffic Screen

Address
City
State
Zip

Petition Screen

CTN

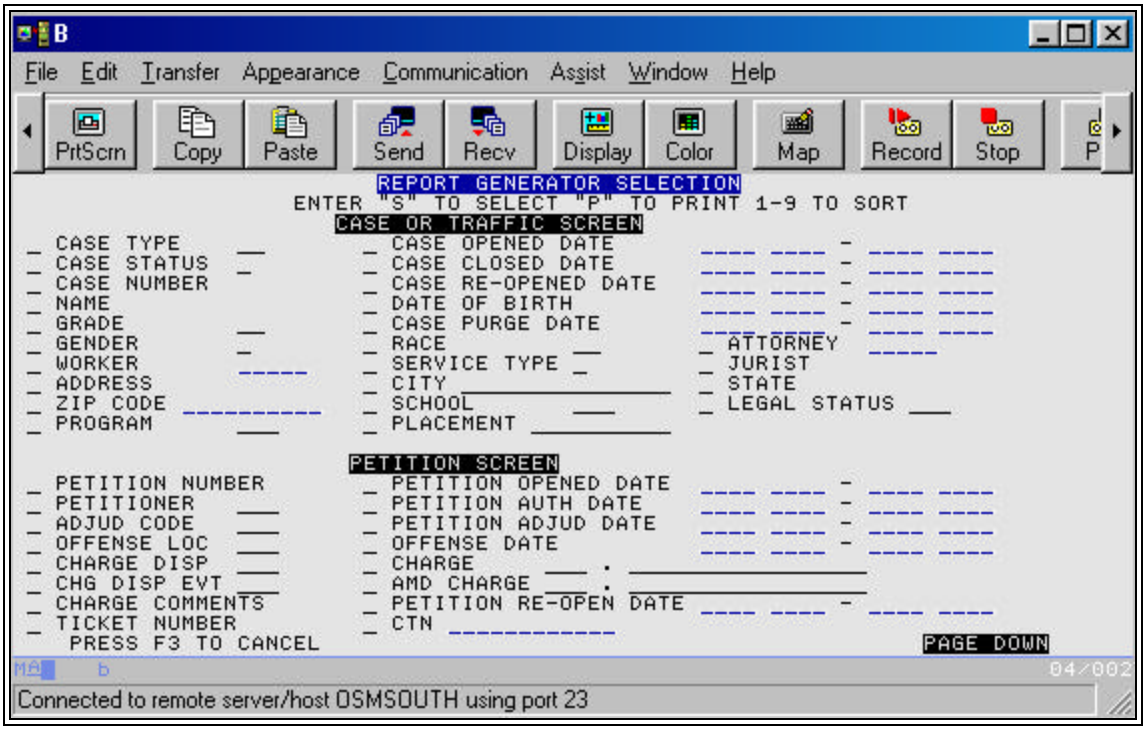
Event Screen

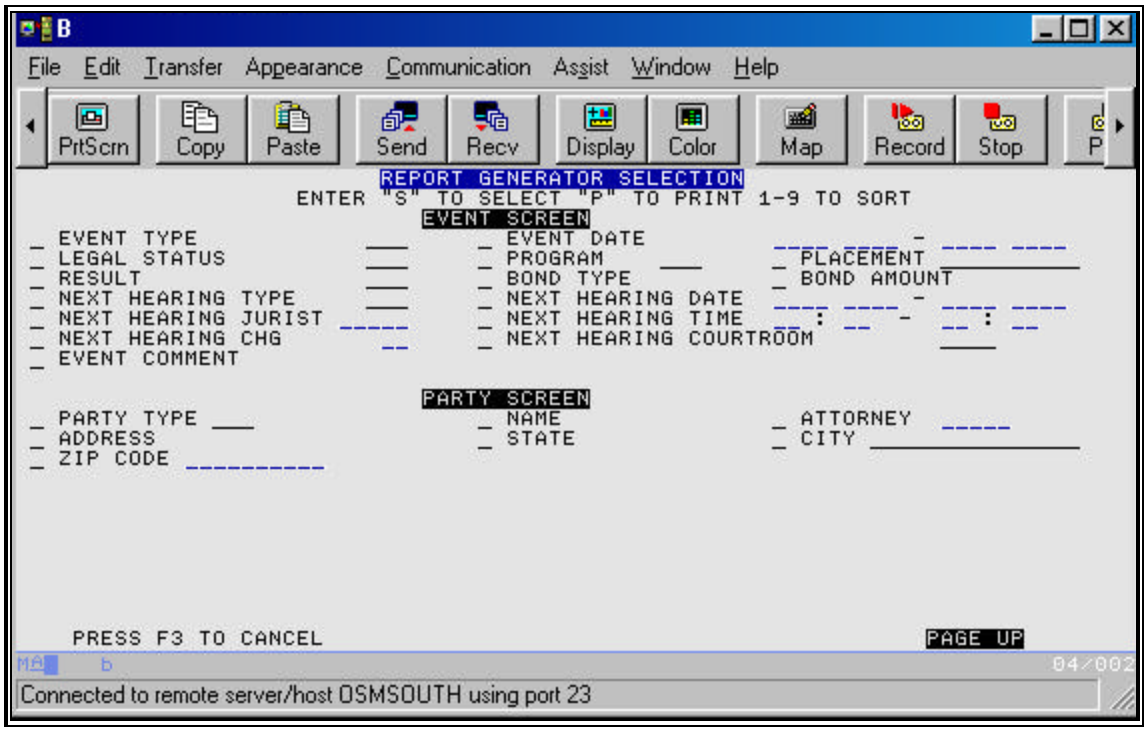
Next Hearing Date Range
Next Hearing Time
Next Hearing Type
Next Hearing Jurist
Next Hearing Chg
Next Hearing Courtroom

Party Screen

Name
Address
City
State
Zip

Following is the new report selection screens.


B
File Edit Transfer Appearance Communication Assist Window Help
PrtScrn Copy Paste Send Recv Display Color Map Record Stop
REPORT GENERATOR SELECTION
ENTER "S" TO SELECT "P" TO PRINT 1-9 TO SORT
CASE OR TRAFFIC SCREEN
_ CASE TYPE ___
_ CASE STATUS _
_ CASE NUMBER
_ NAME
_ GRADE
_ GENDER _
_ WORKER _____
_ ADDRESS
_ ZIP CODE ----------
_ PROGRAM ___
_ CASE OPENED DATE ____ ____ - ____ ____
_ CASE CLOSED DATE ____ ____ - ____ ____
_ CASE RE-OPENED DATE ____ ____ - ____ ____
_ DATE OF BIRTH ____ ____ - ____ ____
_ CASE PURGE DATE ____ ____ - ____ ____
_ RACE __
_ SERVICE TYPE _
_ CITY _____
_ SCHOOL ___
_ PLACEMENT _____
_ ATTORNEY _____
_ JURIST
_ STATE
_ LEGAL STATUS ___
PETITION SCREEN
_ PETITION NUMBER
_ PETITIONER ___
_ ADJUD CODE ___
_ OFFENSE LOC ___
_ CHARGE DISP ___
_ CHG DISP EVT ___
_ CHARGE COMMENTS
_ TICKET NUMBER
_ PETITION OPENED DATE ____ ____ - ____ ____
_ PETITION AUTH DATE ____ ____ - ____ ____
_ PETITION ADJUD DATE ____ ____ - ____ ____
_ OFFENSE DATE ____ ____ - ____ ____
_ CHARGE ___ . _____
_ AMD CHARGE ___ . _____
_ PETITION RE-OPEN DATE ____ ____ - ____ ____
_ CTN ----------
PRESS F3 TO CANCEL
PAGE DOWN
04/002
Connected to remote server/host OSMSOUTH using port 23


B
File Edit Transfer Appearance Communication Assist Window Help
PrtScrn Copy Paste Send Recv Display Color Map Record Stop
REPORT GENERATOR SELECTION
ENTER "S" TO SELECT "P" TO PRINT 1-9 TO SORT
EVENT SCREEN
_ EVENT TYPE ___
_ LEGAL STATUS ___
_ RESULT ___
_ NEXT HEARING TYPE ___
_ NEXT HEARING JURIST _____
_ NEXT HEARING CHG --
_ EVENT COMMENT
_ EVENT DATE __ __ __ - ____ ____
_ PROGRAM ___
_ BOND TYPE
_ NEXT HEARING DATE ____ ____ - ____ ____
_ NEXT HEARING TIME __ : __ - __ : __
_ NEXT HEARING COURTROOM ____
_ PLACEMENT _____
_ BOND AMOUNT
PARTY SCREEN
_ PARTY TYPE ___
_ ADDRESS
_ ZIP CODE ----------
_ NAME
_ STATE
_ ATTORNEY _____
_ CITY _____
PRESS F3 TO CANCEL
PAGE UP
04/002
Connected to remote server/host OSMSOUTH using port 23

Changes affecting all systems

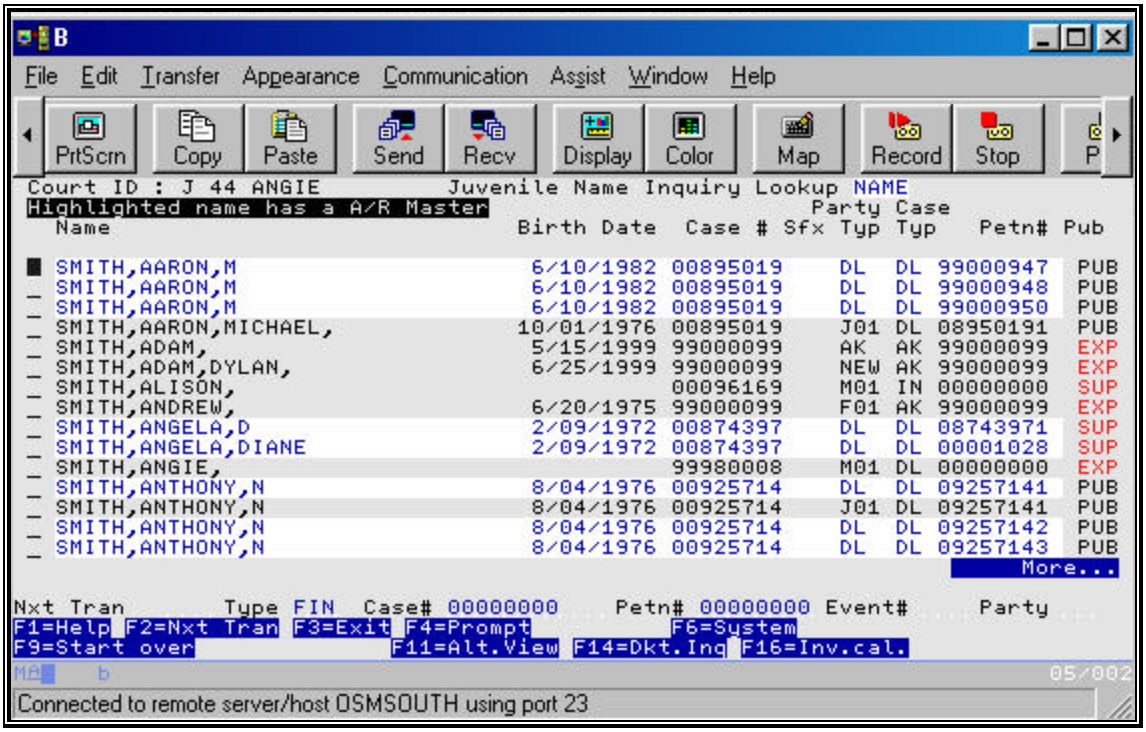
1. Calendar Marking and Unmarking

The system has been updated so that you can mark and unmark dates that the jurist will not be available for hearings. If a date is marked, the system will display a message when you attempt to schedule a hearing for that judge that day. Each system works individually so if the same judge is handling Juvenile, Probate, Civil Probate and Adoption cases you would have to mark the docket in each of those systems separately.

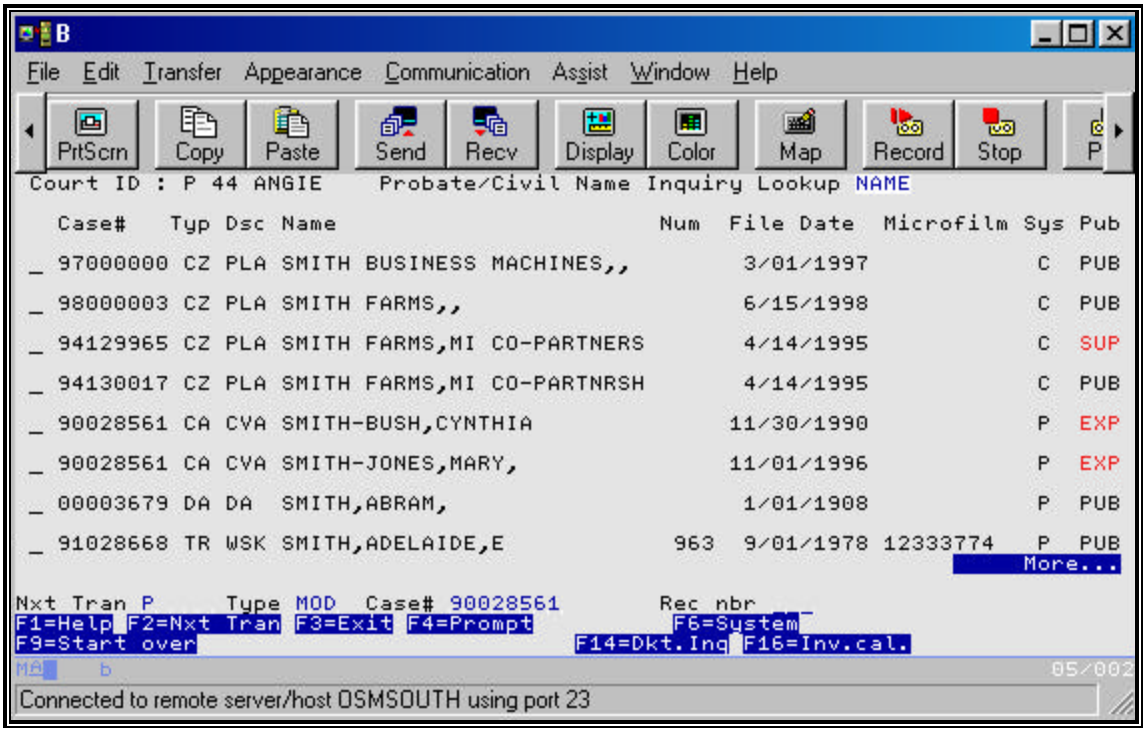
2. F9 - Name Index

If a name is suppressed or expunged and the user has authority to view suppressed/expunged cases, the public status on the name index screen will be shown in red if the case is suppressed or expunged.

Juvenile Name Index



Probate Name Index



3. The entry of a name is now mandatory on the following screens.
   Probate Header
   Juvenile Case
   Juvenile Petition
   Adoption Case

Probate System Enhancements

1. The probate reports menu has been updated and rearranged alphabetically. Following is an example of that screen.

2. PC599 - Memorandum of Administrative Closing can now be generated from the probate schedule screen.

3. The mailers program has been updated to generate a mailer for PC599 - Memorandum of Administrative Closing if the demand code “NCL - Notice for Memorandum of Administrative Closing” is entered in the court action field of the party that you would like the mailer generated for. The mailer will be generated when the court action date falls within the reporting period that mailers is ran for.

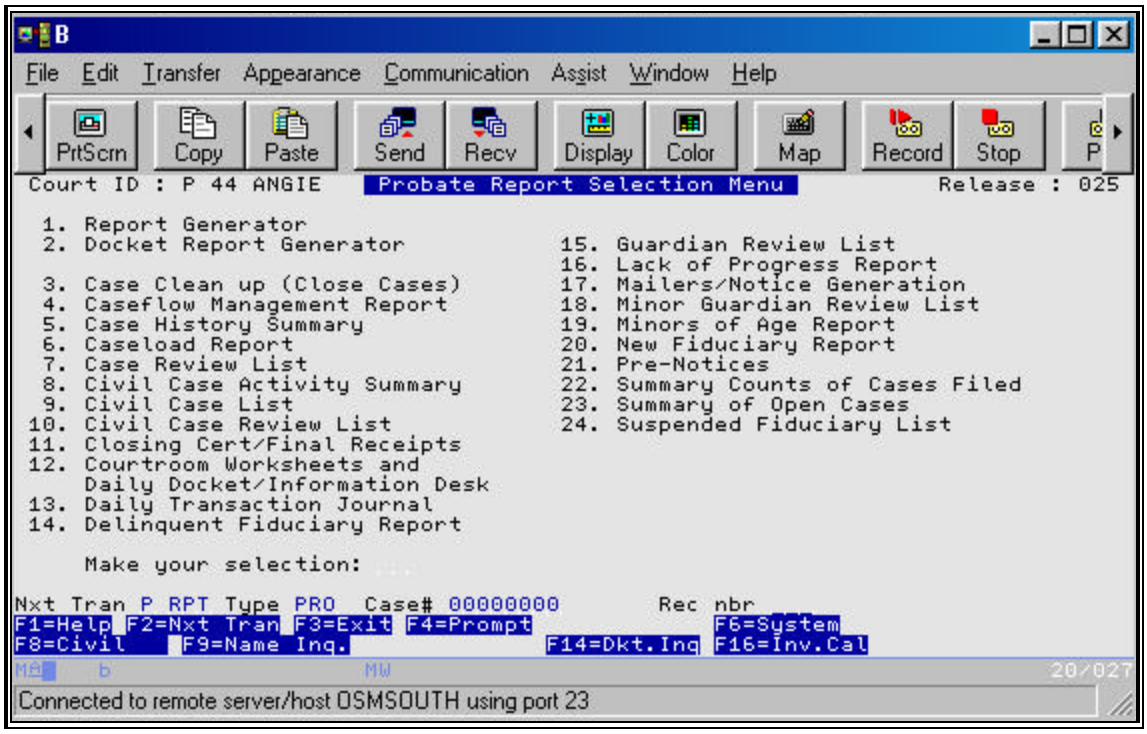
   Mailers has also been updated to include the statement “There may be a $15 filing fee for each account filing” on mailers that are associated with accountings.

4. The summary screen has been updated so that when you press ™ and enter “S” to view the case summary, a Next Tran Line will now be displayed on that screen.

Adoption System Enhancements

1. The following forms can now be generated from the adoption system:
   PCA304 - Order Terminating Rights of Non-Custodial Parent
   PCA312 - Order Terminating Rights of Father Without Release or Consent
   PCA319 - Order Placing Child (Step Parent Adoption)
   PCA325 - Notice to Adopting Parents on Pending or Potential Appeal/Rehearing
   PCA326 - Order Authorizing Foster Care Funding
   PCA328 - Advice of Rights After Order Terminating Parental Rights (Adoption Code)
   PCA341 - Final Order Allowing Fees and Costs

2. When entering a receipt on an adoption case, the paid by name on the ARP screen will be blank and a name must be entered before the receipt can be processed.

Instructions for Updating Regional Administrator Information

From the Transaction Request Screen press ¨ + ~ <F20>. The system will return the following screen.